



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

June 25, 2019

Created by the OPM Federal Staffing Center

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Agenda

- **Program Updates**
- Cognos Performance Metrics
- **Modifications to Reports and Data Models**
 - Reports
 - Applicant Flow Data Analytics
 - Staffing Reports
 - New Hire (End of Day)
 - Technical Enhancements
- **Cognos Tips**



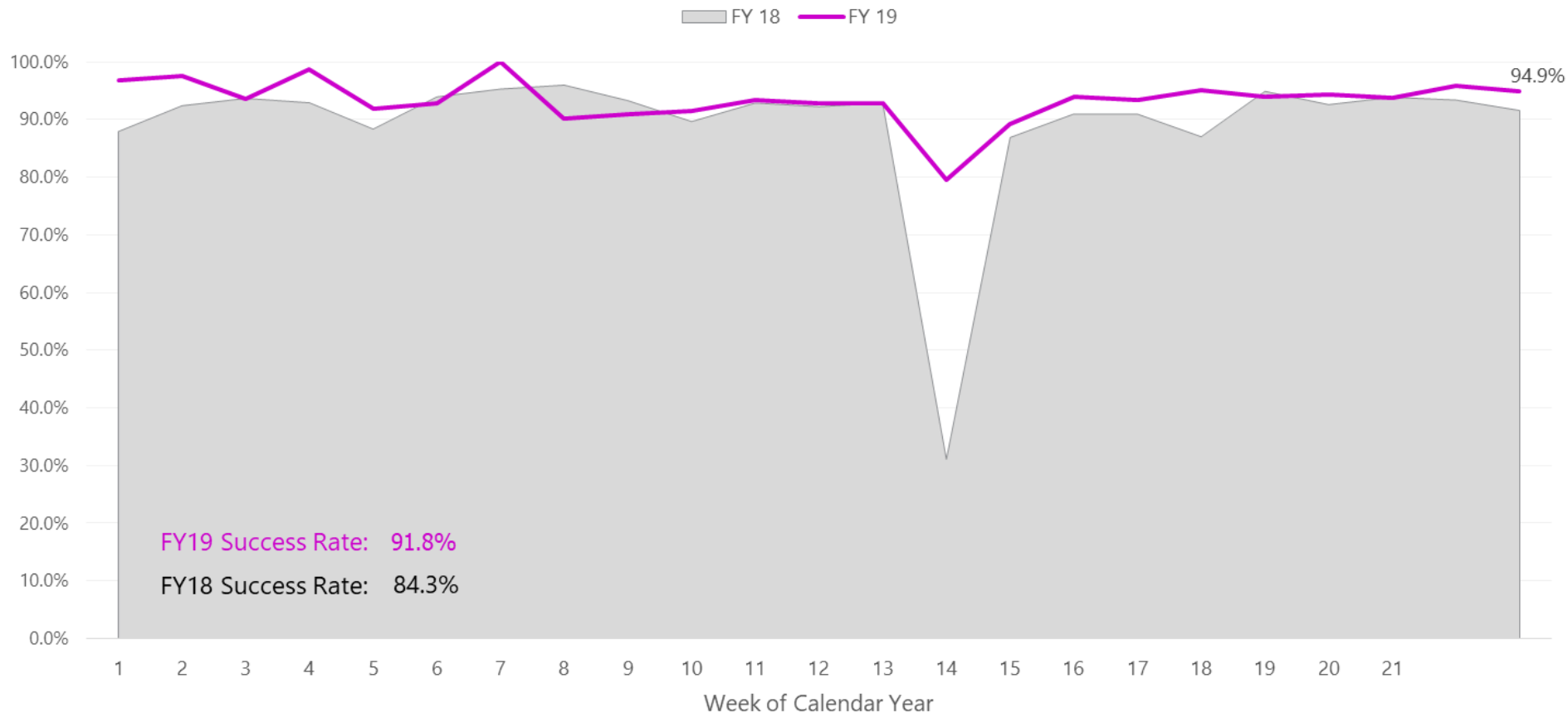
- Providing date type options in date prompts
- **Open Demo and Q&A**

Cognos Performance Metrics



Report Runtime

Percent of Successful Reports Run by Week

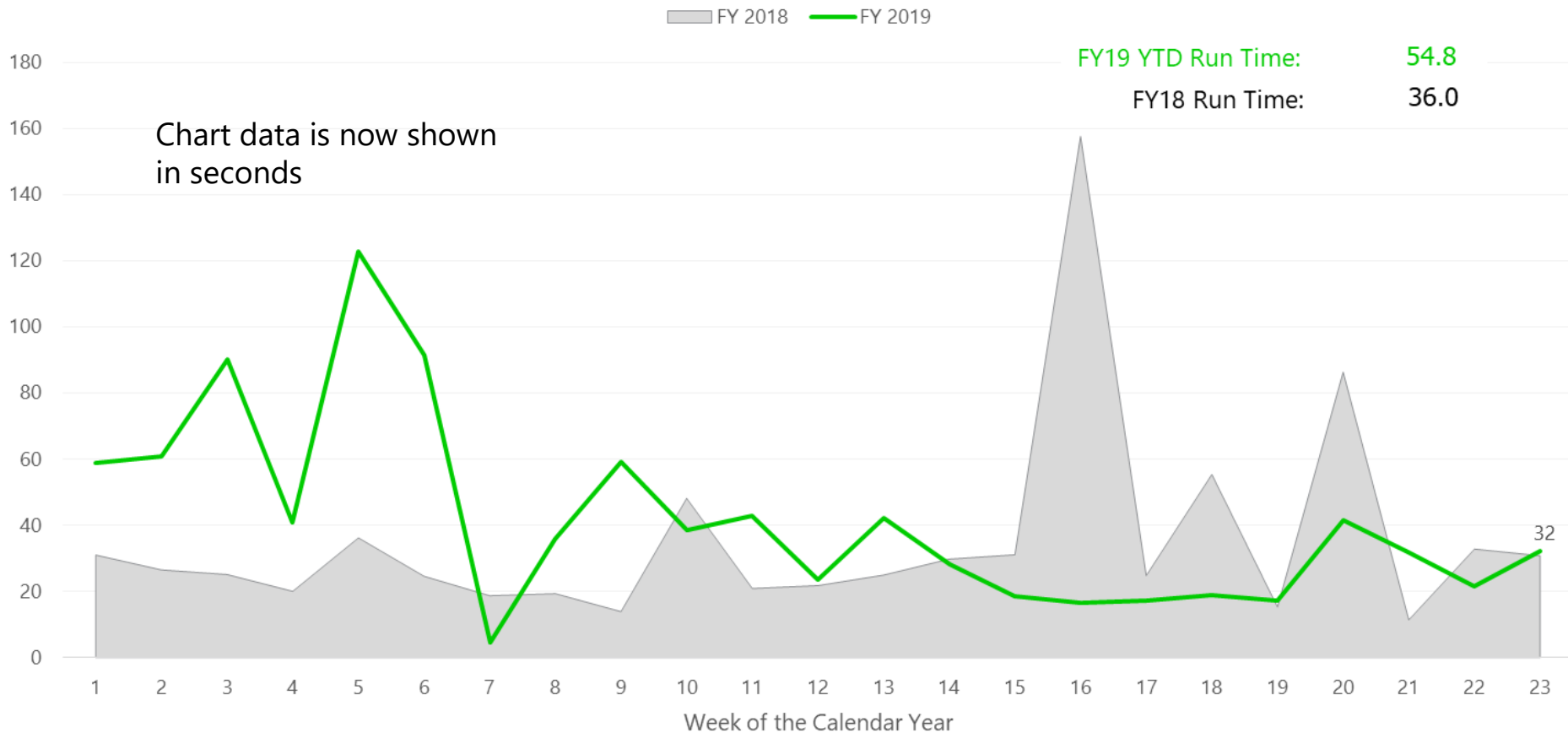




Goal: Cognos Report Success Rate $\geq 95\%$



Average Report Run Time in Seconds





Goal: Cognos Report Runtime <1 min



Modifications to Reports and Data Models

Sprint 15 deployed to Production on May 30th

Sprint 16 deployed to Production on June 13th

Sprint 17 will be deployed to Production on June 27th



Reports

New/Modified Reports

Modified: Application History Tracker Report

Displays details about individuals' applications to vacancies as well as information about the vacancy and announcement . The report was modified to include New Hire Number in the report output.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Reports](#) > [Staffing](#) > [Application](#)

Modified: DEU Announcement List with Selections and Effective Date of Appointment

Provides a listing of Delegated Examining Unit activity, including New Hire Effective Date. The report was modified to utilize the New Hire (Limited) query subject to pull in data related to new hires. This recently developed query subject was designed to improve performance in the new hire area and should provide improved report performance.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Reports](#) > [Staffing](#) > [DEU Audit Reports](#)



Reports

New/Modified Reports Modified: New Hire Detail Report

Displays a list of new hires by organization, office, and/or customer. The report was modified to update the date range prompt to allow selection of the date type to use when running the report. The report previously only allowed the report to be filtered by the New Hire Actual Start Date range. Now, users are able to filter on either New Hire Actual Start Date range or New Hire Creation Date range. With the change to the date prompt, the report will now enable users to report on new hires that have not yet started.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire

Modified: Time to Hire Milestone Report

Provides time to hire data, including overall time to hire and time to complete steps throughout the hiring process. The report was modified to include data related to announcement reviews, including review name, sent date, completion date, and days to complete. The report was also modified to only include data on completed requests. Finally, the report was modified to implement a number of behind the scenes efficiencies designed to improve report performance.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire



Applicant Flow Data Analytics

Data Model Changes Applicant Unique Identifier – will be deployed June 27th

An applicant unique identifier will be added to the Applications query subject. The identifier will be unique across all tenants, and will allow tracking specific individuals' applications (no identifying information) for multiple vacancies. The identifier will consist of a randomly generated series of numbers or characters used to uniquely identify an individual applicant record.

- [Applicant Flow Data].[Applications].[Application Applicant Unique Identifier]



Staffing Reports

Data Model Changes Certificate Status - **deployed May 30th**

Added a new query item to enable reporting on certificate status to show the progress of a certificate through its lifecycle (e.g., Issued, Issued – Under Review, Returned – Tentative Selection, Complete – Selection Made, Cancelled).

- [Certificates].[Certificate].[Certificate Status]

Please note that the certificate status functionality is currently not available in the USA Staffing interface, but is anticipated in the near future. This field has been added to enable reporting on the functionality as soon as it becomes available in the interface. Until such time, this field will show as either null or "Issued" in Cognos.

New Hire Form Original Submission Date/Time – **deployed June 13th**

Added a new query item to enable reporting on the earliest date/time of a form's submission.

- [New Hires].[New Hire Forms].[New Hire Form Original Submission Date/Time]



Staffing Reports

Data Model Changes Vacancy Cancellation Reason – will be deployed June 27th

Added new query items to enable reporting on the vacancy cancellation reason given by the HR user for cancelling a vacancy in USA Staffing.

- [Applications].[Vacancy Detail].[Vacancy Cancellation Reason]
- [Assessment Packages].[Assessment Vacancy Detail].[Assessment Vacancy Cancellation Reason]
- [Certificates].[Certificate Vacancy Detail].[Certificate Vacancy Cancellation Reason]
- [New Hires].[New Hire Vacancy Detail].[New Hire Vacancy Cancellation Reason]
- [Reviews].[Review Vacancy Detail].[Review Vacancy Cancellation Reason] • [Tasks].[Task Vacancy Detail].[Task Vacancy Cancellation Reason]

New Hire (End of Day)

Data Model Changes New Hire Form Original Submission Date/Time – deployed May 30th

Added a new query item to enable reporting on the earliest date/time of a form's submission.



- [New Hires].[New Hire Forms].[New Hire Form Original Submission Date/Time]

Technical Enhancements

Reports

Cognos Default Report Actions – deployed June 13th

All standard reports' properties were updated to have the default report action set as "Run the report" when a user clicks the report name. Previously, the default action was set to "View the most recent report," and the setting had to be manually updated each time the report was modified.

Motio ReportCard

The Reporting and Analytics team recently procured and installed the Motio ReportCard program. This program allows the team to analyze existing reports, provides recommendations for performance improvements, and allows reports to be modified to implement recommendations.

The Reporting and Analytics team is currently testing the program, developing a strategy for implementation to identify improvements to existing standard reports, and re-designing the standard report development process to include the use of the tool.



Cognos Tips

Providing Date Type Options in Date Prompts

Providing Date Type Options in Date Prompts

Many report **prompt pages include a date or date/time range prompt** based on a **specific date type**. In some instances however, a report author may want to **enable the user to select which date type** to use for the prompt.

The date type prompt must be accompanied by a date range prompt.



Please select a date type (Required):

☐ New Hire Actual Start Date

☐ New Hire Creation Date

A cast function can be used to convert a

Date/Time to Date

`cast ([Vacancy Last Update Date/Time],date)`

Date to Date/Time

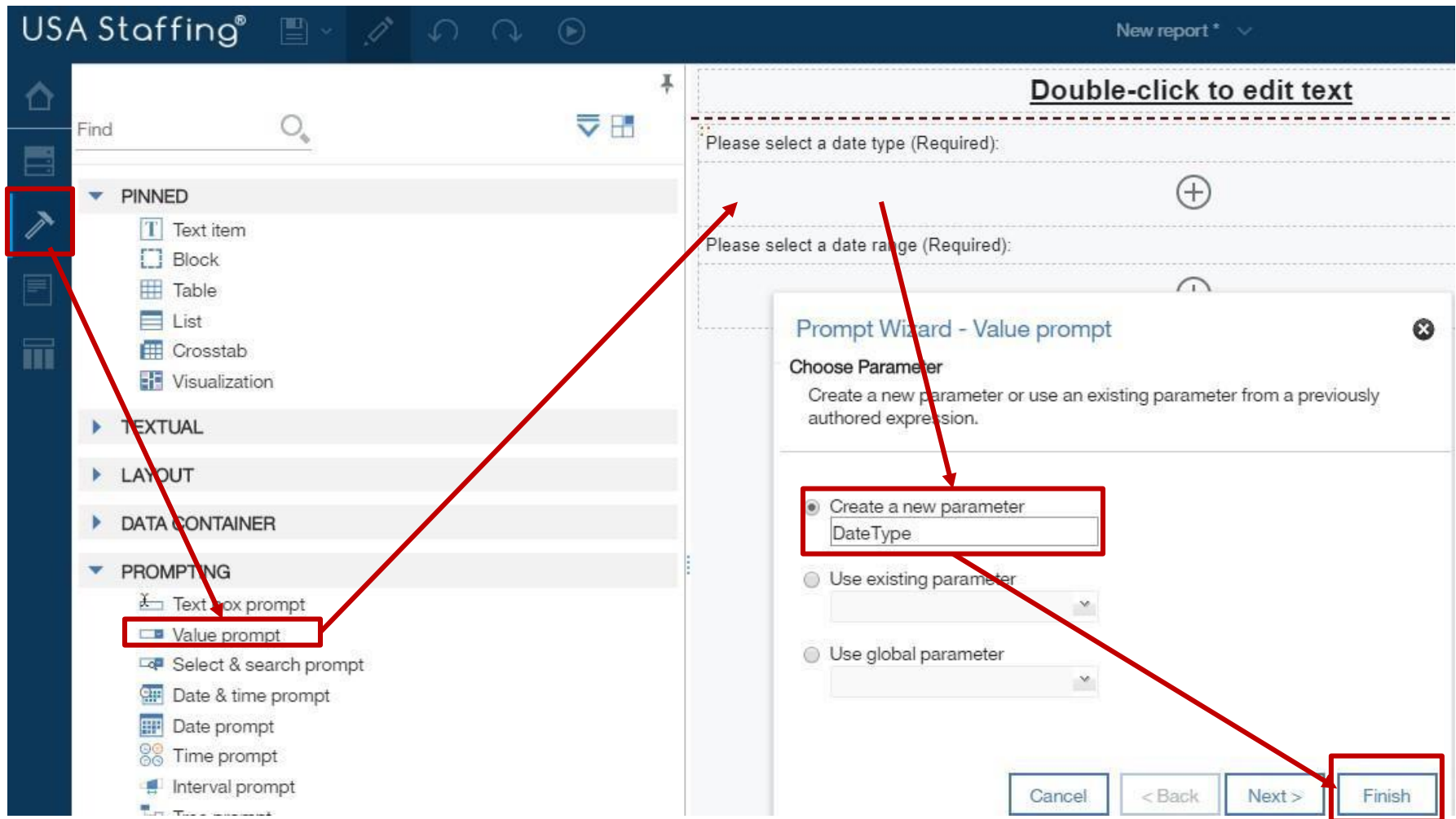
`cast (Vacancy Creation Date],timestamp)`

date/time to date or vice versa.

All

date type options must be the same data format (i.e., date or date/time).

Providing Date Type Options in Date Prompts



The screenshot displays the USA Staffing application interface. On the left sidebar, the **PROMPTING** section is expanded, and the **Value prompt** option is selected. A red box highlights this option, with an arrow pointing to the **Prompt Wizard - Value prompt** dialog box. In the dialog box, the **Choose Parameter** section shows the **Create a new parameter** option selected, with the parameter name **DateType** entered in the text field. A red box highlights this section, with an arrow pointing to the **Finish** button at the bottom right of the dialog. The **Finish** button is also highlighted with a red box. The background shows a report editor with a text prompt: "Please select a date type (Required):".



Providing Date Type Options in Date Prompts



Value prompt

CONDITIONAL

Style variable

Render variable

DATA

Data format

Query

Use value

Display value

Static choices

Rows per page 5000

Properties

GENERAL

Required Yes

Multi-select No

Select UI Radio button group

Auto-submit List box

Cascade source Drop down list

Pre-populate Radio button group

Hide adornments No

Range No

Parameter Date type

Default selections

BOX

Box type

COLOR & BACKGROUND

Background color

Static choices

Conditional display values

Variable: (None)

Value: (None)

Use	Display
-----	---------

OK Cancel

Edit

Use: New Hire Actual Start Date

Display: New Hire Actual Start Date

OK Cancel

Static choices

Conditional display values

Variable: (None)

Value: (None)

Use	Display
New Hire Actual Start ...	New Hire Actual Start ...
New Hire Creation Date	New Hire Creation Date

OK Cancel



Providing Date Type Options in Date Prompts



USA Staffing® New report * ▾

Find

PINNED

- Text item
- Block
- Table
- List
- Crosstab
- Visualization

TEXTUAL

LAYOUT

DATA CONTAINER

PROMPTING

- Text box prompt
- Value prompt
- Select & search prompt
- Date & time prompt**
- Date prompt**
- Time prompt
- Interval prompt
- Tree prompt

Double-click to edit text

Please select a date type (Required):

Please select a date type (Required):

Prompt Wizard - Date prompt

Choose Parameter

Create a new parameter or use an existing parameter from a previously authored expression.

☒ Create a new parameter

☐ Use existing parameter

☐ Use global parameter



Providing Date Type Options in Date Prompts



New report * ▾

Double-click to edit text

Please select a date type (Required):

Please select a date range (Required):

Properties Panel:

- CONDITIONAL**
 - Style variable
 - Render variable
- GENERAL**
 - Required: Yes
 - Multi-select: No
 - Select UI: Calendar
 - Calendar type: Gregorian
 - Hide adornments: No
 - Range:** Yes (selected)
 - First date: No
 - Last date: Yes
 - Parameter: DateRange
- BOX**
 - Box type
- FONT & TEXT**
 - Relative alignment
 - Direction & justification
 - Contained text direction
- POSITIONING**
 - Floating
 - Visible
- MISCELLANEOUS**
 - Name
- PROMPT TEXT**
 - Range
 - Specifies whether this control accepts ranges. The setting of the associated parameterized expression for this property will override the setting of this



Providing Date Type Options in Date Prompts

The screenshot illustrates the process of defining a date type for a data item in the USA Staffing application. The interface includes a sidebar with navigation icons, a main workspace, and a 'Data Items' panel. The 'Data Items' panel lists 'New Hire Actual Start Date' and 'New Hire Creation Date'. A red arrow points from the 'New Hire Actual Start Date' item to the 'Data item expression - New Hire Actual Start Date' dialog box. The dialog box shows the 'Name' as 'New Hire Actual Start Date' and the 'Expression Definition' as `cast([New Hires].[New Hire].[New Hire Actual Start Date],date)`. A red arrow points from the 'Expression Definition' field to the 'OK' button. The 'OK' button is highlighted with a red box.

USA Staffing®

New report *

Data Items

- New Hire Actual Start Date
- New Hire Creation Date

Detail Filters

(?DateType? = 'New Hire Creation Date' and [New...

Find

Report

QUERIES

- Query1

Data item expression - New Hire Actual Start Date

Name: New Hire Actual Start Date

Available Components:

- Staffing Reports
 - Presentation View

Expression Definition:

`cast([New Hires].[New Hire].[New Hire Actual Start Date],date)`

Information:

OK Cancel



Providing Date Type Options in Date Prompts

The screenshot displays the USA Staffing application interface. On the left, a vertical navigation bar contains icons for home, find, query, and filter. The 'Filter' icon is highlighted with a red box. A red arrow points from this box to the 'Filter' option in the 'Query' section of the main panel. Another red arrow points from the 'Filter' option to the 'Detail Filters' section, which shows a filter expression: `(?DateType? = 'New Hire Creation Date' and [New Hire Creation Date] in_range ?DateRange?)`. A third red arrow points from this expression to the 'Expression Definition' field in the 'Detail filter expression - Query1' dialog box. The dialog box also shows the 'Available Components' section with 'Staffing Reports' and 'Presentation View'. The 'Expression Definition' field contains the following text:

```
(?DateType? = 'New Hire Creation Date' and [New Hire Creation Date]
in_range ?DateRange?)
or
?DateType? = 'New Hire Actual Start Date' and [New Hire Actual Start
Date] in_range ?DateRange?)
```






Below the expression definition is an 'Information' section that states: 'argument1 and argument2 Returns "true" if the conditions on both sides of the expression are true.' At the bottom right of the dialog box, the 'OK' button is highlighted with a red box.








Providing Date Type Options in Date Prompts



USA Staffing®



New report ▾



Please select a date type (Required):

☐ New Hire Actual Start Date

☐ New Hire Creation Date

Please select a date range (Required):

From:

Jun 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

To:

Jun 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1



Open Demo and Q&A



Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:

https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources:

[https://help.usastaffing.gov/ResourceCenter/index.php/USA Staffing Upgrade Resource Center](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Upgrade_Resource_Center)

Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization



Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at

USAStaffingData@opm.gov